

TRAVEL EXPENSE CLAIM

See Instructions and Privacy

Statement on Reverse Side

STD 262 (REV 10/92)

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CLAIMANT'S NAME Andrea McCarthy		SSAN OR EMPLOYEE NUMBER		DEPARTMENT Press Office	
POSITION Deputy Press Secretary		CB/D NUMBER		INDEX NUMBER	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS		TELEPHONE NUMBER	
CITY	STATE	ZIP	CITY	STATE	ZIP

MONTH/YEAR 2/10		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	COST OF TRANS.	TYPE USED	TRANSPORTATION		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER				CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES AMOUNT		
2-Feb	11am	SAC-SJ				5.40						0.00	5.40
3-Feb		SJ-SAC	110.15		9.50							0.00	119.65
7-Feb	1pm	SAC-SLO	94.08			20.00	6.00					0.00	118.08 120.08
8-Feb	All Day	SLO-TULARE	92.45		9.24	20.00	6.00					0.00	127.69 175.79
9-Feb	6am-4pm	TULARE-SAC		3.26				147.78	re			0.00	31.12 182.16
11-Feb	6am-4pm	SAC-LA-SAC		6.00				317.40	air	9.00	10	4.45	336.85
16-Feb	6am-6pm	SAC-BAKO-SAC		1.95				390.21	air/re	9.00	10	4.45	31.23 436.84
												0.00	0.00
												0.00	0.00
												0.00	0.00
												0.00	0.00
												0.00	0.00
												0.00	0.00
SUBTOTALS			296.68	11.21	18.74	45.40	12.00	855.39	0.00	18.00	20	8.90	110.45
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												1372.77	\$1,376.77

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

2/2: GS remarks @ Brookings The Next American Economy

2/3: Building America's Future event in San Jose

2/8: Hiring Incentive Jobs Event in SLO

2/9: World Ag Expo in Tulare

2/11: GS welcomes home Task Force 2

2/16: Homebuyer Tax Credit event in Bakersfield

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with CPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was not greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety belt usage.

CLAIMANT'S SIGNATURE

DATE

2/19/10

SIGNATURE

SPECIAL EXPENSES

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.445

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240920

AGENT

DATE

DATE

3/3/10